



**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
OFFICE OF WORKFORCE PLANNING
QUALIFICATIONS ASSESSMENT FOR:
TEACHING ASSISTANT, CORRECTIONAL FACILITY (CF)**

GENERAL INSTRUCTIONS

Read instructions carefully

This examination will provide you with an opportunity to demonstrate significant aspects of your qualifications for Teaching Assistant, Correctional Facility (CF) with the California Department of Corrections and Rehabilitation (CDCR). The information you provide will be rated based on objective criteria created by Subject Matter Experts. The rating will be used to determine your final score in this examination. If successful, your name will be merged onto an eligible list. The list will be used by CDCR facilities statewide to fill existing positions. A "Conditions of Employment" form is included in this examination which will allow you to select the location and time base you are interested in working. It is required that you personally complete this examination accurately and without assistance.

This process is the entire examination for this classification. Therefore, please be sure to follow the instructions carefully as missing or incomplete information may result in disqualification or a low score.

1. Additional instructions are provided on the following pages.
2. This examination enables you to apply for the Teaching Assistant, CF classification. If successful, your name will be placed on an eligible list.
3. The examination is intended to provide candidates the opportunity to demonstrate their knowledge and experience in a variety of areas. It is not expected that you will have experience in all areas.

The following areas comprise the complete examination for Teaching Assistant, CF. You must ensure you have addressed each of the following areas:

- Candidate Information (page 2)
- Montoya Act/Felony Conviction Disclosure (page 2)
- Prior State Employment Information (page 2)
- Conditions of Employment (page 3)
- Address or Availability for Employment Changes (page 4)
- Minimum Qualifications (page 4)
- Specific Classification Interest and Required Information (page 4)
- Employment History (page 5)
- Job Requirements (page 6)
- Work Experience (pages 7 & 8)
- Knowledge, Skill, and Ability Assessment (page 9)
- Preparation for Hiring Interview (page 10)
- Recruitment Questionnaire (page 10)
- Qualifications Assessment Return and Mailing Procedures (page 10)
- Affirmation Statement (page 10)

YOUR COMPLETED QUALIFICATIONS ASSESSMENT MUST INCLUDE YOUR ORIGINAL SIGNATURE

CANDIDATE INFORMATION

Name: _____

Social Security Number: _____

Address: _____

Home Telephone Number: _____

Work Telephone Number: _____

E-mail Address: _____

MONTOYA ACT/FELONY CONVICTION DISCLOSURE

Pursuant to the Montoya School Safety Act of 1997, all persons offered employment with the CDCR's Division of Juvenile Justice, Education Services Branch, shall undergo a thorough background investigation prior to appointment. Pursuant to the Education Code Section 45122 and Penal Code Sections 677 and 1192, "No person who has been convicted of a violent or serious felony shall be employed by a school district."

To review the Education Code Section 45122, you can go to the following website:

<http://caselaw.lp.findlaw.com/cacodes/edc/45100-45139.html>

To review the Penal Code Section 667.5, subsection (c) for a listing of violent felony offenses, you can go to the following website:

<http://caselaw.lp.findlaw.com/cacodes/pen/654-678.html>

To review the Penal Code Section 1192.7, subsection (c) for a listing of serious felony offenses, you can go to the following website:

<http://caselaw.lp.findlaw.com/cacodes/pen/1191-1210.5.html>

Have you ever been convicted of a violent or serious felony?

<input type="checkbox"/>	YES
<input type="checkbox"/>	NO

PRIOR STATE EMPLOYMENT INFORMATION

Complete this next section **ONLY** if you have been previously dismissed from California State Civil Service employment by punitive action or as a result of disciplinary proceedings. IF THIS DOES NOT APPLY TO YOU, please mark the "Not Applicable" box below and continue to the next section.

State Personnel Board, Rule 211 provides that a dismissed State employee may only participate in State Civil Service examinations if he/she has obtained prior consent from the State Personnel Board.

Do you have written permission from the State Personnel Board Executive Officer to take this examination?

<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> NOT APPLICABLE
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EMPLOYMENT FORM FOR CDCR ADULT AND YOUTH FACILITY LISTING ONLY

PLEASE MARK THE APPROPRIATE BOX(ES) OF YOUR CHOICE - YOU WILL NOT BE OFFERED A JOB IN LOCATIONS NOT MARKED.

Note: Positions are not available at all locations. Please refer to the official examination bulletin for information regarding current available positions and their locations.

If you are successful in this examination, your name will be placed on an active employment list and referred to fill vacancies according to the conditions you specify on this form. If, after you are contacted for a job, you are unwilling to accept work you will be charged with a waiver. **After three such waivers** and/or you do not reply promptly to the contact, your name will be made inactive. ON OPEN EMPLOYMENT LISTS, **once your name is placed inactive, it cannot be reactivated.** Therefore, before you mark this form, there are some things you should consider. If you are not planning to relocate or are not willing to travel to a distant job location, do not select locations that are a long way from your residence. You may choose up to 15 different locations. If you choose more than 15, you will be certified for anywhere in the State.

TYPE OF APPOINTMENT YOU WILL ACCEPT

Please mark the appropriate box(es) - you may check "(A) Any" if you are willing to accept any type of employment.

☐ (D) Permanent Full-Time ☐ (R) Permanent Part-Time ☐ (K) Limited-Term Full-Time ☐ (A) Any

If all are marked and you receive an appointment other than permanent full-time, your name will continue to be considered for permanent full-time positions.

LOCATION(S) YOU ARE WILLING TO WORK☐ 5 **ANYWHERE IN THE STATE – If this box is marked, no further selection is necessary.****NOTE:** California State Prison has been abbreviated to "CSP." Youth Correctional Facility has been abbreviated to "YCF."☐ 7238 **UPPER NORTHERN REGION – If this box is marked, no further selection is necessary.****ADULT FACILITIES:**☐ 1805 **High Desert State Prison**
Susanville, Lassen County☐ 7231 **NORTHERN REGION – If this box is marked, no further selection is necessary.****ADULT FACILITIES:**

☐ 0309 **Mule Creek State Prison**
Ione, Amador County

☐ 3423 **CSP, Sacramento**
Represa, Sacramento County

☐ 3404 **Folsom State Prison**
Represa, Sacramento County

☐ 2102 **CSP, San Quentin,**
San Quentin, Marin County

☐ 3901 **Deuel Vocational Institution**
Tracy, San Joaquin County

☐ 4811 **CSP, Solano**
Vacaville, Solano County

☐ 4804 **California Medical Facility**
Vacaville, Solano County

☐ 5505 **Sierra Conservation Center**
Conservation Camp Facility
Jamestown, Tuolumne County

YOUTH FACILITIES:

☐ 3908 **O.H. Close YCF**
Stockton, San Joaquin County

☐ 3917 **N.A. Chaderjian YCF**
Stockton, San Joaquin County

☐ 0311 **Pine Grove Youth**
Conservation Camp Facility
Pine Grove, Amador County

☐ 7232 **CENTRAL REGION – If this box is marked, no further selection is necessary.****ADULT FACILITIES:**

☐ 1015 **Pleasant Valley State Prison**
Coalinga, Fresno County

☐ 1514 **North Kern State Prison**
Delano, Kern County

☐ 1522 **Kern Valley State Prison**
Delano, Kern County

☐ 1605 **Avenal State Prison**
Avenal, Kings County

☐ 1606 **CSP, Corcoran**
Corcoran, Kings County

☐ 1608 **California Substance Abuse**
Treatment Facility
Corcoran, Kings County

☐ 2003 **Central California Women's**
Facility
Chowchilla, Madera County

☐ 2004 **Valley State Prison**
Chowchilla, Madera County

☐ 2701 **Correctional Training**
Facility
Soledad, Monterey County

☐ 2708 **Salinas Valley State Prison**
Soledad, Monterey County

☐ 4005 **California Men's Colony**
San Luis Obispo,
San Luis Obispo County

☐ 7233 **SOUTHERN REGION – If this box is marked, no further selection is necessary.****ADULT FACILITIES:**

☐ 1307 **Calipatria State Prison**
Calipatria, Imperial County (North)

☐ 1308 **Centinela State Prison**
Imperial, Imperial County (South)

☐ 1503 **California Correctional Institution**
Tehachapi, Kern County

☐ 1995 **CSP, Los Angeles**
Lancaster, Los Angeles County

☐ 3310 **California Rehabilitation Center**
Norco, Riverside County

☐ 3313 **Chuckawalla Valley State Prison**
Blythe, Riverside County

☐ 3329 **Ironwood State Prison**
Blythe, Riverside County

☐ 3612 **California Institution for Men**
Chino, San Bernardino County

☐ 3715 **R. J. Donovan Correctional Facility**
San Diego, San Diego County

YOUTH FACILITIES:

☐ 5610 **Ventura YCF**
Camarillo, Ventura County

ADDRESS OR AVAILABILITY FOR EMPLOYMENT CHANGES

Please notify the California Department of Corrections and Rehabilitation (CDCR) promptly of any address changes or availability for employment changes at the following address:

California Department of Corrections and Rehabilitation
Human Resources
Office of Workforce Planning
P.O. Box 942883
Sacramento, CA 94283-0001
Attn: Certification Unit

MINIMUM QUALIFICATIONS

Education:

Equivalent to completion of the twelfth grade.

SPECIFIC CLASSIFICATION INTEREST AND REQUIRED INFORMATION

Please indicate if you possess a high school diploma, GED, or equivalent.

Requirements:

I graduated from high school.

☐ YES ☐ NO

I possess a GED or equivalent.

☐ YES ☐ NO

EMPLOYMENT HISTORY

Please supply information regarding your employment history beginning with your most recent job. List each job separately ensuring to include accurate information for the "from/to" dates and hours worked per week.

Job Title/Classification (Include Range or Level):

Company/State Agency Name:

Address:

From (m/d/y):

To (m/d/y):

Supervisor:

Hours per week:

Total worked (y/m):

Salary earned:

Duties performed:

Reason for leaving:

Job Title/Classification (Include Range or Level):

Company/State Agency Name:

Address:

From (m/d/y):

To (m/d/y):

Supervisor:

Hours per week:

Total worked (y/m):

Salary earned:

Duties performed:

Reason for leaving:

Job Title/Classification (Include Range or Level):

Company/State Agency Name:

Address:

From (m/d/y):

To (m/d/y):

Supervisor:

Hours per week:

Total worked (y/m):

Salary earned:

Duties performed:

Reason for leaving:

JOB REQUIREMENTS

The following are job requirements. Please respond to each question by marking the appropriate box. If you are unwilling or unable to comply with any of the following job requirements, it will be grounds for elimination from the examination process.

1. Willingness to abide by and adhere to safety policies and provisions (e.g., wear personal alarm, carry whistle, etc.) applicable to specific work assignments.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Willingness to comply with annual tuberculosis screening requirements.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. Willingness to abide by and adhere to the institutional dress code.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4. Willingness to comply with departmental training requirements.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5. Willingness to report dangerous situations/contraband to supervisors and/or custody staff.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6. Willingness to independently supervise a work crew of inmates/youthful offenders/parolees.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7. Willingness to work in a State correctional facility at various custody/security levels.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8. Willingness to work with inmates/youthful offenders/parolees, including some who may be mentally ill, developmentally disabled, potentially dangerous, and/or sex offenders.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
9. Willingness to work with inmates/youthful offenders/parolees, including some who may be infected with contagious diseases such as Hepatitis C, HIV/AIDS, or tuberculosis.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
10. Willingness to work around peace officers armed with chemical agents and/or weapons.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
11. Willingness to report unethical and/or illegal behavior on the part of departmental staff.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
12. Willingness to treat inmates/youthful offenders/parolees in a professional, ethical, and tactful manner.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
13. Willingness to participate in team meetings, committees, special projects, etc. as required and/or assigned by your supervisor/manager.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
14. Willingness to work in a team environment to complete assigned work tasks.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
15. Willingness to have and maintain sufficient strength, agility, and endurance to perform during stressful situations encountered on the job.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
16. Willingness to carry equipment and materials weighing a minimum of 25 pounds.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
17. Willingness to work overtime as required.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
18. Willingness to comply with the ethical standards and employee guidelines as set forth by the California Department of Corrections and Rehabilitation.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
19. Willingness to participate in on-going education specific to your work assignment.	<input type="checkbox"/> Yes	<input type="checkbox"/> No

WORK EXPERIENCE

Under "Work Experience," for items #1 - #17, please indicate

Frequency:

- A. If you have performed this task within the last 24 months.
 B. How often you perform this task.
(Please select one box from the "Daily", "Weekly", "Monthly/Quarterly", or "Never" column).

AND

Length of Experience:

- A. Select the appropriate box that best describes your months (length) of work experience for each of the following tasks. Only count actual months worked. If counting substitute teaching experience, please convert working days to full-time month's equivalent.
(Please select one box from the "Length of Experience" column).

NOTE: There should be three (3) checkmarks for each question.

	Frequency					Length of Experience		
	Performed task within last 24 months	Daily	Weekly	Monthly/Quarterly	Never	60+ months	25 to 59 months	1 to 24 months
1. Maintaining routine records (e.g., classroom, student, office, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Inspecting premises for contraband (e.g., weapons, illegal drugs, or unauthorized material).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Maintaining security and control of inmates/youthful offenders.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Supervising inmate clerks, student aides, and/or other staff in their responsibilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Tutoring students individually or in groups.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Grading objective examinations (e.g., multiple choice, true/false, fill-in-blank, etc).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Assisting the classroom teacher in classroom management.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Maintaining order and supervising the conduct of students, staff, and/or others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Monitoring all work area supplies, materials, and equipment to ensure against loss and misuse.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Compiling data, documents, and/or progress reports.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Advising students, staff, and/or others as to their progress.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Participating in training workshops, conferences, faculty meetings and/or seminars.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Providing educational services in an alternative setting (e.g., housing units and/or medical units).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Assisting the teacher in engaging students in activities (e.g., direct instruction, distance learning, independent study, computer assisted instruction (CAI), etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Instructing students in the use of educational materials, resources, and technologies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Assisting the teacher in preparing graphic and written teaching materials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Participating in education program evaluations as part of a team.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

WORK EXPERIENCE (CONTINUED)

Under "Work Experience," for items #18 - #24, please indicate

Frequency:

- A. If you have performed this task within the last 24 months.
 B. How often you perform this task.
(Please select one box from the "Daily", "Weekly", "Monthly/Quarterly", or "Never" column).

AND

Length of Experience:

- A. Select the appropriate box that best describes your months (length) of work experience for each of the following tasks. Only count actual months worked. If counting substitute teaching experience, please convert working days to full-time month's equivalent.
(Please select one box from the "Length of Experience" column).

NOTE: There should be three (3) checkmarks for each question.

	Frequency					Length of Experience		
	Performed task within last 24 months	Daily	Weekly	Monthly/Quarterly	Never	60+ months	25 to 59 months	1 to 24 months
18. Participating as a member of multi-disciplinary team meetings (e.g., Individual Education Plan-IEP, task force, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Confering with teacher concerning programs (academic or vocational) and classroom materials required to develop lesson plans and instructional support.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Participating in additional programs (e.g., safety committees, special projects, literacy programs, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Operating audio-visual equipment (e.g., television/monitor, vcr/dvd player, projector, tape recorder, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Filing and storing materials utilizing standard office equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. Operating computer equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. Fluency in a second language.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

KNOWLEDGE/SKILL/ABILITY (KSA) ASSESSMENT

<p>For items #1 – #19, please rate your Knowledge, Skill, or Ability (KSA) by indicating the box that best describes your level of the KSA for each of the following areas.</p> <p><u>Definition of Levels:</u></p> <p><u>Extensive Knowledge:</u> I possess an expert knowledge level to the extent that I have effectively performed tasks related to this knowledge and have applied it to an actual job.</p> <p><u>Moderate Knowledge:</u> I possess a sufficient knowledge level that has allowed me to perform tasks related to this knowledge successfully and I have applied it to an actual job.</p> <p><u>Limited Knowledge, Skill or Ability:</u> I have limited education or training relevant to this KSA, but have not applied it to an actual job.</p> <p><u>No Knowledge, Skill or Ability:</u> I have no experience, education or training relevant to this KSA.</p>		KSA Level			
		<u>Extensive</u> Knowledge, Skill or Ability	<u>Moderate</u> Knowledge, Skill or Ability	<u>Limited</u> Knowledge Skill or Ability	<u>No</u> Knowledge Skill or Ability
1. Analyzing situations accurately and taking effective action.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Understanding of the purpose of the Department of Corrections and Rehabilitation.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Understanding of classroom activities (e.g., tutoring, individual, individual/group presentations, testing, record keeping).		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Working with students residing in a correctional facility.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Communicating effectively verbally and in writing for successful job performance.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Providing basic verbal and written directions.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Following oral directions to effectively perform assigned duties.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Following written directions to effectively perform assigned duties.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Working impartially with students, staff, and others of various cultural backgrounds.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Working with students with learning disabilities.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Working in conjunction with a variety of job classifications within a correctional facility.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Teaching reading (e.g., comprehension, vocabulary, word recognition), to assist students in completing their classroom assignments.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Teaching mathematical computations (e.g., addition, subtraction, multiplication, division, algebra), to assist students in completing their classroom assignments.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Teaching writing structures (e.g., sentence, paragraph, essay, punctuation), to assist students in completing their classroom assignments.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Writing clear and accurate reports.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Communicating effectively and respectfully to promote a positive work environment among staff, students, administration, and the public.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Possessing patience.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Working with individuals whose first language is not English.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Learning and utilizing electronic word and data processing systems.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PREPARATION FOR HIRING INTERVIEW

If you are successful in this examination and called for a hiring interview, you may be asked to supply documentation that may be applicable. Additionally, you may be asked to supply supplemental documentation to verify your responses in this examination. It is strongly recommended that you assemble any documentation in advance to expedite the process.

RECRUITMENT QUESTIONNAIRE

These questions are not part of the examination but are for the hiring authority's information.

HOW DID YOU HEAR ABOUT THIS EXAMINATION? Check the appropriate box below.

- ☐ Newspaper/Magazine Advertisement
- ☐ Internet
- ☐ California Department of Corrections and Rehabilitation employee
- ☐ Recruitment Mailing
- ☐ College/School
- ☐ Job Fair/Career Fair
- ☐ Other: _____

QUALIFICATIONS ASSESSMENT RETURN AND MAILING PROCEDURES

Do not attach any additional documents to this Qualifications Assessment or send any forms/documents in advance as additional documents will not be rated. This Qualifications Assessment will account for 100% of the weight of your examination for this classification.

Mail Completed Qualifications Assessment to:

Department of Corrections and Rehabilitation
Office of Workforce Planning
P.O. Box 942883
Sacramento, CA 94283-0001

or

Deliver Qualifications Assessment in Person to:

Department of Corrections and Rehabilitation
Office of Workforce Planning
1515 "S" Street, Room 101N
Sacramento, CA 95811

NOTE:

- Be sure your envelope has **adequate postage** if submitting via mail.
- Facsimiles (FAX) will **NOT** be accepted under any circumstances.
- Make and keep a photocopy of the completed Qualifications Assessment for your records.

AFFIRMATION STATEMENT

THIS AFFIRMATION MUST BE COMPLETED

Government Code Section 18935:

"The board may refuse to examine or, after examination, may refuse to declare as an eligible or may withhold or withdraw from certification, prior to appointment, anyone who comes under any of the following categories:

- j. Has intentionally attempted to practice any deception or fraud in his or her application in his or her examination or in securing his or her eligibility."

I hereby certify and understand that the information provided by me on this questionnaire is true and complete to the best of my knowledge and contains no willful misrepresentation or falsifications. I also understand that if it is discovered that I have made any false representations, I will be removed from the list resulting from this examination and may not be allowed to compete in future examinations for State employment. If already hired from the result of this examination, I may have adverse action taken against me, which could result in dismissal.

SIGNATURE: _____

DATE: _____

NAME (PRINTED): _____

THIS COMPLETES THE QUALIFICATIONS ASSESSMENT